

# **NORTH AND EAST TEXAS COUNTY JUDGES AND COMMISSIONERS ASSOCIATION CONFERENCE**

C/O Michele Ewerz  
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## **REQUEST FOR PROPOSAL**

*Please submit your proposal by April 4, 2016*

### **CONFERENCE:**

2018 North and East Texas County Judges and Commissioners Association Annual Conference (and business meeting)

### **DATES:**

In preferred order: May 14-17, 2018, May 21-24, 2018, May 7-10, 2018

### **ABOUT THE ASSOCIATION:**

The purpose of the organization is to promote the interests of county government through continuing education and active participation in governmental affairs. The county judges and commissioners from 74 counties in the north and east regions of Texas are members of the association.

### **PURPOSE:**

Held annually in May in cities throughout north and east Texas, this conference allows county judges and commissioners to obtain state-mandated continuing education credits. This conference also serves as the Association's annual business meeting. Topics on the program could include county budgeting, judicial ethics, fines and fees, legislative changes and other relevant county government topics.

### **MEETING DEMOGRAPHICS:**

#### **Expected Attendance:**

160-185 attendees, 70-85 vendor booths (150-225 vendor staff)

The majority of the audience is county judges, commissioners and key staff members. In addition, vendors who provide services and products to counties and other individuals interested in county government may be in attendance.

#### **Meeting Pattern:**

Main Arrival: Monday (will also consider Sunday main arrival)

Departure: Wednesday, Thursday

### **SLEEPING ROOM INFORMATION:**

Room rate is very important to our members who operate on a fixed budget under state per diem rates, any amount above that many attendees pay out-of-pocket. The Association requests a flat room rate with the possibility of including wifi and parking.

#### **Room Pattern:**

<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>TOTAL</b>
10	225	225	100	0	560

Most reservations are made by individual call-in (guests should NOT be charged a deposit, though a credit card for guarantee is acceptable.) However, **we request that 35 rooms be held in the Association's name for VIPs and speakers on peak nights by rooming list.** We request that no one person be able to book more than five rooms under one name.

### **Required Sleeping Rooms (estimated):**

Single/Double Peak Nights: 225 (35 rooms nights held for VIPs and speakers by rooming list)

Presidential Suites: 1 for president of the Association (must have ample space for hospitality area or separate suite for hospitality)

Other Suites Needed: 4 for the other officers for the Association

### **Master Account: Items that will be on master bill**

Speakers, staff, VIPs, catering, AV and meeting related charges.

### **MEETING SPACE REQUIREMENTS:**

#### **Storage/Office:**

1 room available 24 hours beginning on first arrival day, through 2 pm on departure day. Must be a lockable room that conference staff can have a key to access at all times. Should be near group registration.

#### **Exhibit Hall:**

Need 15,000 sq ft exhibit hall. We typically have approximately 60-70 vendors (10x10 booths). We would prefer the exhibit hall be directly across from or adjacent to the general session room location.

#### **Registration:**

Need registration space reserved beginning on first arrival day through 2 pm on departure day. Should be near general session and exhibit hall room.

#### **General Session Room:**

Request GS room to be reserved on a 24-hour basis, beginning the day prior to the first session. We bring our own a/v equipment. Set 200 theater-style (classroom if possible) with stage, dual screens.

#### **Food & Beverage:**

The group will have breaks throughout the week, with some breakfasts, lunches & dinners based on final agenda.

### **GROUP FUNCTION AGENDA:**

*\*possible events in italics*

<b>Date</b>	<b>Start Time</b>	<b>End Time</b>	<b>Function</b>	<b>Description</b>	<b>Setup</b>	<b>Agr</b>
Sunday	12:00 AM	11:59 PM	Storage	Storage	Existing	
	12:00 AM	11:59 PM	Registration	Registration	Classroom Tables	
Monday	12:00 AM	11:59 PM	Storage	Storage	Existing	
	12:00 AM	11:59 PM	Registration ( <b>opens at 1 pm</b> )	Registration	Classroom Tables	
	12:00 AM	11:59 PM	Exhibits	Exhibit Hall	Exhibit Pipe and Drape	70-80
	8:00 AM	11:00 PM	Setup - GS	Setup – General Session	Theater	200
	12:00 PM	6:00 PM	Meeting ( <b>2 pm start</b> )	Nominating Committee Meeting	Conference	12

	12:00 PM	6:00 PM	Meeting (2 pm start)	Resolutions Committee Meeting	Conference	12
	12:00 PM	6:00 PM	Meeting (2 pm start)	Site Selection Committee Meeting	Conference	12
	5:00 PM	6:00 PM	Welcome Reception	Possible Onsite in exhibit hall	Possible Onsite in exhibit Hall	350
	6:00 PM	9:00 PM	Welcome Dinner	Possible Onsite or Offsite	Possible Onsite or Offsite	350
	9:00 PM	12:00 AM	Evening Event	TBD	TBD	
Tuesday	12:00 AM	11:59 PM	Storage	Storage	Existing	
	12:00 AM	11:59 PM	Registration	Registration	Classroom Tables	
	7:00 AM	11:59 PM	Exhibits	Exhibit Hall	Exhibit Pipe and Drape	70-80
	7:00 AM	11:59 PM	General Session/Commissioners	General Session	Theater	200
	9:00 AM	4:00 PM	Spouse Event	Possible Onsite or Offsite	Possible Onsite or Offsite	
	12:00 PM	2:00 PM	Past President's Lunch	Plated Lunch	Rounds	35
	12:00 PM	2:00 PM	Lunch	Buffet Lunch in Exhibit Hall	Existing	350
	12:00 PM	5:30 PM	Meeting - Judges	Judicial Education Session	Classroom 3 per 8	75
	5:30 PM	10:30 PM	Host Court Night	Offsite	Offsite	450
Wednesday	12:00 AM	11:59 PM	Storage	Storage	Existing	
	12:00 AM	11:59 PM	Registration	Registration	Classroom Tables	
	7:00 AM	1:00 PM	Exhibits	Exhibit Hall	Exhibit Pipe and Drape	70-80
	7:00 AM	11:59 PM	General Session	General Session	Theater	200
	12:00 PM	6:00 PM	Domino Lunch & Tournament	Domino Lunch & Tournament	Domino tables-4 tops	20
	12:00 PM	6:00 PM	Lunch & Other Tournaments	Offsite	Offsite	
	9:00 PM	12:00 AM	Evening Event	TBD	TBD	
Thursday	12:00 AM	2:00 PM	Storage	Storage	Existing	
	12:00 AM	2:00 PM	Registration	Registration	Classroom Tables	
	6:00 AM	8:00 AM	Inspirational Breakfast	Buffet Breakfast	Rounds of 8	125
	7:00 AM	2:00 PM	General Session	General Session	Theater	200
	11:30 AM	2:00 PM	President's Luncheon	President's Luncheon	Rounds of 8	175

#### OFFSITE EVENTS:

Spouses' activities will be held offsite on Wednesday and possibly Tuesday. An off property dinner and event is scheduled for Tuesday evening (host court night). Leisure activities are scheduled for Wednesday afternoon.

#### HOST COURT INVOLVEMENT:

The host county court for the North & East Texas County Judges and Commissioners Association assumes a tremendous responsibility in assisting the Association with many aspects of the conference. Traditionally, the host county sponsors an evening function known as Host Court Night. This is listed as part of the

conference entertainment and is the financial responsibility of the Host Court. This event should be planned and coordinated with other events to avoid conflicting menus, themes and location. **A resolution of support from the hosting Commissioners Court should be included in the response to this RFP.**

#### **PROPOSAL REQUIREMENTS/REQUESTED CONCESSIONS:**

These are items we would like to see in the contract for the 2018 conference:

- 1 per 40 comps.
- Reduced audio/visual pricing that will be included in the contract. We will use screens and AV carts for most rooms.
- Ability to bring own audio/visual equipment. This will include, but not limited to, projectors, mixers and microphones.
- Upgrade options for presidential suite/junior suites. We have five association officers that will be staying throughout the conference and four VIPs that we also generally house in an upgraded room.
- Complimentary sleeping rooms and one complimentary meeting room to accommodate 10-12 people for at least one planning meeting (prefer two planning meetings).
- Option for group rates to be offered three days before/after meeting dates for those in the room block.
- Menu pricing set one year prior to conference.
- An allowance for one food break to be brought in by the Texas Extension Service.
- Room block cutoff date two (2) weeks prior to conference.
- 25% guest room attrition.
- F&B minimum of \$20,000 with 25% F&B attrition.
- 72-hour F&B guarantees.
- Complimentary water stations in all meeting rooms.
- Complimentary meeting room rental based on 75% group room pickup.
- Maximum of \$2,000 rental for exhibit hall space. This would be a one-time fee and include the setup day and both exhibiting days. No other room rental charges, table or chair rental fees, electrical hook up or internet access fees would be charged.
- Complimentary internet access throughout the hotel for attendees. This would include the banquet hall, meeting rooms, sleeping rooms and lobby areas.
- Complimentary shuttle service to/from airport.
- Complimentary parking for all attendees.
- A review and opt-out clause if renovation work is undertaken by the property/properties that will have an unreasonable effect on the conference outcome.
- No additional charges outside of contracted charges unless an addendum is signed. This would include any additional charges that are created by the property that were not negotiated at the time of the contract signing. Examples would include new charges for internet access, electrical access, water break charges, AV company charges, storage room charges.

#### **Key Criteria for Consideration:**

Officers look for locations that have meeting space in-house or adjacent to the hotel. Prefer all attendees to stay in one hotel. If overflow hotels are needed, they should be in short walking distance to host hotel and meeting space.

#### **Additional Information Needed:**

Please list property amenities and "family-friendly" activities in the area. Also potential options for spouse activities.

**ANNUAL MEETING HISTORY INFORMATION:**

<b>Year</b>	<b>Dates</b>	<b>Venue</b>	<b>Attendees</b>	<b>S/D Rate</b>	<b>Contracted</b>	<b>Picked Up</b>
2015	July 6-9	Waco Convention Center/ Hilton	189	\$121	660	520
2014	May 12-15	Moody Gardens / Galveston	189	\$135	575	809
2013	July 8-11	La Torretta / Montgomery	152	\$118/\$128	560	738
2012	May 20-23	Moody Gardens / Galveston	175	\$129	560	800
2011	May 15-18	Hotel Fredonia, Nacogdoches	153	\$112	310	220
2010	May 16-19	Killeen Conv Ctr and Shilo Inn	112	\$95	400	340
2009	May 31-June3	Lewisville Hilton Garden Inn	153	\$89	522?	348
2008	June 16-19	Waco Convention Center/ Hilton	142	\$112	370	401
2007	June 2-6	College Station Hilton Hotel	154	\$91	425	439
2006	June 19-23	Plano Marriott	116	\$119	843	N/A
2005	June 4-8	Nacogdoches - Fredonia Hotel	180	\$67	365	480
2004	June 7-10	Del Lago – Conroe	165	\$99	799	914

**SITE SELECTION PROCESS:**

The first vice president of the Association responsible for choosing potential conference locations for the year he will be president. Site visits will be conducted in mid-Spring. Proposals are presented to the Site Selection Committee during the Annual Conference, and they in turn vote on a location to recommend. The Association membership must vote on the recommended location during its business meeting on the last day of the conference, at which time the decision is considered confirmed.

**INTERESTED PARTIES:**

Please submit your proposal by **April 4, 2016** to Michele Ewerz at the address below. Proposals should also include a sales kit, current menu prices and audio/visual price list for each property. Please direct any inquiries regarding this proposal to Michele Ewerz at (512) 478-8753 or [michelee@county.org](mailto:michelee@county.org).

**All interested parties should plan to make a formal presentation to the Site Selection Committee during the 2016 conference on Monday, May 16 at 3:00 pm at the Moody Gardens Hotel in Galveston, TX.**

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